

Human Resources Supervisor

JOB FAMILY DEFINITION

This classification falls within the Human Resources Job Family, encompassing a range of work in which incumbents are responsible for providing the full scope of human resources services (recruitment and selection, labor and employee relations, payroll and benefits, classification and compensation, workers' compensation, performance management, absence management, risk management, and organizational development) to the Judicial Council and on behalf of client courts. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision of three or more Judicial Council staff, including a minimum of two exempt-level staff, engaged in human resources work in areas including, but not limited to, classification and compensation, payroll and benefits administration, and data and research.

DISTINGUISHING CHARACTERISTICS

The Human Resources Supervisor class is distinguished from other classifications in the Human Resources Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards for human resources activities.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of one or more human resources units including, but not limited to, classification and compensation, payroll and benefits administration, and data and research; reviews and approves transactions; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes; and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline, as required.
- Oversees and ensures confidentiality is maintained.
- Represents the Judicial Council in key stakeholder meetings; collaborates with stakeholders to ensure a high level of customer service.
- Responds to questions and makes presentations to branch leadership.
- Oversees and directs the publication of major reports and projects, as assigned.
- Assists leadership in developing priorities and with strategic planning.
- Monitors and administers budgets, as assigned.
- Directs unit procurement processes, as assigned.
- Implements performance management and oversees attainment of service level standards.

- Composes, reviews, and finalizes original comprehensive and complex reports, requests for proposals, memoranda, briefings, leases, proposals, and other documents.
- Researches industry standards, best practices, emerging technologies and guidelines.
- Provides advice and technical assistance regarding applicable laws, policies, rules, and regulations for program or project.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific human resources and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and five (5) years of professional human resources experience developing, managing or administering human resources programs or functions which includes one (1) year of supervisory experience. *An additional four years of professional human resources experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor with a focus on employment law or master’s degree in human resources, organizational development, and one (1) year of human resources experience developing, managing or administering human resources programs or functions which includes one (1) year of supervisory experience.

OR

One (1) year as a Senior Human Resources Analyst or other level (C43) class, or three (3) years as a Human Resources Analyst or other level (C42) class, with the Judicial Council of California or one (1) year of experience performing the duties of a class comparable in the level of responsibility to that of an exempt-level Senior Human Resources Analyst, or three (3) years as an exempt-level Human Resources Analyst, in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;

- Modern human resource systems, principles, practices, and concepts, with expertise in area of supervision;
- Labor and employment law principles and practices;
- Business methods, principles, and practices;
- Principles and practices of public and business administration;
- Principles and practices of program administration and management;
- Principles and practices of governmental budget administration;
- Principles and practices of group facilitation and building consensus;
- Principles and techniques of preparing effective oral presentations;
- Organizational design concepts, functions and roles;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Best practices and emerging technology;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Developing and motivating effective work teams;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad applications agency-wide;
- Overseeing quality assurance activities;
- Providing project management, organization, and logistics;
- Monitoring project schedules, status, and compliance;
- Monitoring and researching industry trends, solutions, and best practices;
- Facilitating group discussions and building consensus via persuasive reasoning;
- Authoring and editing complex reports and documents;
- Exercising confidentiality;
- Facilitating meetings and group dynamics;
- Providing public speaking and delivery of training;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*